

Martin School Think Tank Student Application

Student Name _____ Gender _____

(First, Middle, Last)

Birthday _____ Best Phone Number _____

Home address _____

Street City State Zip

Mother's Name _____ Occupation _____

Place of Employment _____ Phone _____

Home Address (if different) _____

Father's Name _____ Occupation _____

Place of Employment _____ Phone _____

Home Address (if different) _____

Allergies or other Medical Information:

Classes- List of classes you are currently enrolled in:

Office use only

Payment Received: _____ Date: _____

Code of Conduct

Student's Agreement

I, _____, am here at Think Tank to participate, learn and most importantly have a good attitude. I understand that I must be respectful to all adults on campus and participate in activities during sessions. I understand that I cannot leave the supervision of my teacher. I understand that if I am disruptive or disrespectful I will be asked to leave and may not be able to return to class. By signing this I agree and understand the following is what is expected at camp.

1. I will be respectful and courteous to other students and staff
2. I will not use bad language or curse words
3. I will be responsible for my own belongings
4. I will come to class prepared and ready to learn
5. I will not bring any weapons or harmful substances to class
6. I will treat all materials and the facility with respect and will not cause harm or damage
7. I will keep all personal electronics and items in my backpack unless permission is given by a staff member
8. I will dress appropriately for class
9. I will have FUN!!!!!!

Parent's Agreement

I, _____, agree to the following, I understand that my student is expected to be respectful and participate in all activities. We hope that they have some say in classes and that they also have an interest in the topic. If a student becomes disruptive, violent, or harmful in any way they will be asked to leave. Parents MUST pick-up the child within 30 minutes and the child may not be able to return. If a student is asked to leave and not return parents will not be refunded for the class. If your student does not show up for class or chose to not attend class you will also not be refunded for the class.

Think Tank just wants to make sure that everyone understands that these classes are a safe place where children can socialize and learn together. We want to provide a fun and safe learning environment that all children can grow and explore in.

Martin School Think Tank

Parent/Student Handbook 2015

700 Bonnie Brae Blvd.

Denver, CO 80209

303-733-5437

559-355-1267 Cell

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Mission Statement

Think Tank is a multi-age, home school enrichment day camp whose mission is to provide high-quality instruction in a variety of subjects and to challenge and encourage the learning environment of homeschooled children in the community.

Philosophy

Martin School of Early Education was founded with the goal of creating a learning environment that meets the needs of all children as they develop, grow, and gain knowledge, accommodating each child's personal needs and pace. Over the years I have seen my students thrive at the Martin School of Early Education, Inc. only to watch those who matriculated into public schools decline in their academic performance and withdraw from their love of learning. With, more than fifteen years teaching preschool and elementary students, I have always believed in teaching the individual child not the classroom and so, along with other former public school parents, we have created a fun, multiple subject camp where homeschooled children can come and learn, interact with their peers and be challenged in subjects that may not always be readily available at home. We offer a variety of course options and always want to hear from our parents, in ways which we can best support the home schooling community.

Classes

We have a variety of teachers/vendors who teach classes at Martin School Think Tank. Classes and a la carte pricing schedule will be listed online. Parents can sign-up for as many classes as they would like. There is no contract to sign and there is no minimum participation requirement. We have listed other class ideas and would like parents' feedback. All classes and teachers are prepared and monitored while teaching. Most of our instructors have a degree or teaching credential in the area they are teaching. You can see teacher bios online.

Daily schedule

8:45-9:00am- Drop-off - please make sure your child has a book or quiet activity to do until class starts

9:00-11:30am- 1st class- students will have two 15 minute breaks or one 30 minute break depending on the ages and class

11:30-12:30pm- Lunch- during both morning and afternoon classes, students can come for lunch. Students must bring their own lunch, some activities will be provided during this time.

12:30-3:00pm- 2nd class- students will have two 15 minute breaks or one 30 minute break depending on the ages and class

3:00-3:15pm- Pick-up- parents MUST be on time to pick up students

Ages of Children Served
Think Tank serves children grades K-8

Enrollment Process

Once parents go online and choose a class and all fees have been received, the child is registered in either the current session, or is placed on a wait list (if class is full). Classes will only be conducted if the minimum number of students required sign up and pay for class. Once a space is secured the following steps will be taken:

1. Confirmation- Parents will receive a confirmation email. Parents, arrive 30 minutes before class on the first day of your child attends. Please make sure you have read all policies, procedures and contracts online before the first day of class.

2. Student Files- The following forms must be signed and turned in the first 30 minutes before the first day of class. Please note: the student will not be allowed to participate without these forms completed.

a. Application

b. Handbook and Contracts

c. Conduct

d. Permission Forms

3. Repeat Student- returning students only need to update their forms at the beginning of the New Year.

4. Termination- It is the goal of the Think Tank to make the relationship between the camp and each family a positive and rewarding experience. We will make every effort to provide the best possible care for each student. However, we also realize that problems may arise that are not solved in a satisfactory manner for all parties. Think Tank reserves the right to terminate the enrollment of any student, if necessary. Reasons to terminate may include but are not limited to:

- Repeat violations of schedule and school hours.
- Improper parent conduct with child, staff, or other parent.
- Think Tank is unable to meet the developmental needs of the student.
- The student's behavior is disruptive or harmful to other students and/or staff. 9

Session Fees/Late Fees/Withdrawals

Class fees are a flat fee that must be paid when you register your student online. Families with two or more students enrolled in the same session will receive 10% off the oldest student's registration. All payments must be made through chase.com, Quickpay option or Square cash (using mseekids@yahoo.com).

Parents can choose the easiest way to pay for classes but enrollment will be on a first come, first served basis. Students will not have a place saved until the director has received payment. Students can withdraw at any time without notice, however Think Tank will not refund any money for the class unless the class does not have the required enrollment to conduct the class. If parents are late picking up they will be charged a late fee of \$15.00.

Discipline and Guidance

Students are school aged and expected to participate and to treat others with respect. First incident: Students will be given a warning, second incident: students will meet with the director on site, third incident: a parent will be called. If a parent has to be called they will be asked to pick up the child. If that is the case, parents need to arrive within 20-30 minutes of the phone call. Parents will not be refunded for class if student is asked to leave. If a child is asked to leave, he/she cannot return until the child and parent meet with the director. If the behavior or situation continues the student may be asked to not return.

Inclement Weather

Think Tank reserves the right to close the school for severe weather or other conditions that may pose hazards to children or staff. The safety of the children is our greatest concern. To implement proper safety, we take DPS closure under consideration, even if we do not close our sessions. If Think Tank is not posted on local television, usually channel 4, during severe weather alerts or other conditions please call 559-355-1267 for your up to date information or advice.

Dress for the Weather

Students will be going outside for play time and exercise. Please make sure your child is dressed appropriately for any weather conditions that could occur during the day. Students may be outside for 30 minutes during each class and during the hour lunch period, especially if the weather is sunny. Please provide and apply sunscreen to your child. Living in Colorado often means many different weather conditions in a single day. We strongly advise that parents to make sure their student brings extra gear for all kinds of weather. During cold weather we suggest: boots, hats, mittens, and jacket. During hot months we suggest: shade hats, sunscreen, water bottles. Please do not send students in flip-flops.

Dress code

All students must be dressed appropriately. Students need to be washed and groomed and clothes must cover necessary areas. Please no mid drifts showing, super short shorts or flip flops.

Arrival and Departure

Arrival- Please make sure you bring students all the way inside the building and sign them in. Please make drop off time brief and if you need to speak with a teacher please wait until class is over.

Departure- Be sure you are on time to pick up your students. At 3:16 pm a late will be assessed.

Sign-in and out sheet

Please be sure to sign your student in and out each day

Adult to Teacher Ratio

The maximum number of students in each class is 16 students and an aide will be provided once the class reaches 9 students.

Absences

If your student is going to be absent, please call the school. Teachers will provide any information for the class missed and there will not be any refunds. We will work with you to schedule a make-up class if available or an alternate make-up. Students are allowed two make-up classes per quarter.

Attendance

Students enrolled in Think Tank are expected to be present and on time every day school is in session. Please be sure they are on time and prepared, and ready to learn. One student's tardiness can affect an entire class. It is disruptive to the teacher and the other students.

Medication

Think Tank cannot maintain care of a student who has a fever of 100 degrees or higher or has, vomiting, or diarrhea. Please keep your student home for 24 hours after such symptoms end. Please do not give students fever reducing medication and then send him/her to class. No medication will be given at camp. If your student requires medication or care please speak with director as exceptions can be made. If a child becomes sick at camp, parents will be required to pick up the students within 30 minutes of being notified.

Emergency Procedure

During the first 20 minutes of the first class of each session, teachers will address emergency procedure. If there is an actual emergency, our gathering place will be in the parking lot of the building. We continually check for each student and staff member, and provide comfort and aid, as needed. The director will stay with any students until parents can pick them up at a safe assembly location. The director is trained in CPR/First Aid and will have a first aid kit on site at all times.

Accident or Unusual Incident

Should an accident or something unusual happen while your child is at camp, a staff member will notify you. All head injuries will be reported to parents immediately and recorded by director. If an incident is serious or life threatening staff will contact 911 emergency medical administration and parents will be notified immediately. If it is a minor accident, parents will be notified upon arrival to pick up their child.

Instructor emergency

There are no refunds once fees have been paid, if class is cancelled due to teacher emergency parents can still bring their student and an alternative activity and supervision will still be provided.

Student Belongings

Think Tank is not responsible for any student belongings. Students can bring a pack back to keep belongings in. It is a good idea to label belongings.

Meals and Snacks

Think Tank will provide one hour for students to eat lunch. Students must bring their own lunch. Please make meals nutritious and delicious and no SODA!!!! Also some students may have allergies so please No NUTS. Please use ice packs to refrigerate any cold items. Lunches must be ready to eat - no microwavable items please.

Family Partnership

Positive and frequent communication between families and the camp staff is important. Each day the director will be on campus and available to parents. Although Think Tank is meeting at New Denver Church, the church is not responsible for or nor does it have any affiliation with Think Tank. Think Tank is a Martin School entity Martin School leases the building. Martin School carries its own insurance and policies and procedures separate from New Denver Church.

Child Abuse and Neglect

It is important for parents to know that the director of Martin School Think Tank has a legal responsibility to report any suspected incident of child abuse or neglect. Child abuse does not include the normal bumps, bruises and skinned knees all children experience growing up, but instead focuses on physical abuse, sexual abuse and/or neglect which threatens the health and welfare of a child. We encourage parents to become familiar with child abuse and neglect laws and to be willing to report suspected incidents of abuse or neglect. Together, we can make the world a safer place for all children.